



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION
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Sent Via Email. No Hard Copy to Follow.

January 15, 2020

Ms. Maria Levesque
Department of Energy
Departmental Records Officer
1000 Independence Avenue
Washington, DC 20585-1290

Dear Ms. Levesque:

The National Archives and Records Administration (NARA) has been notified of a potential unauthorized disposition at the Department of Energy's (DOE) Waste Isolation Pilot Plant (WIPP) in Carlsbad, New Mexico. We have received an allegation of several violations of federal records management requirements, including the unlawful storage, transfer, and destruction of federal records maintained at WIPP by DOE and its contractors.

NARA requests that DOE investigate this matter to determine if the appropriate records management practices, policies, and procedures are in place and whether records storage, disposition, and transfer are in full accordance with NARA approved schedule authorities. Please note, that per 36 CFR 1230.14, if records have been destroyed without NARA's proper authorization, destruction must cease and the agencies must report these incidents promptly to NARA. In addition, per 36 CFR 1226.22, all records scheduled as permanent must be transferred to the National Archives after the period specified within its approved records schedule. The WIPP in Carlsbad has not been designated as a NARA Affiliated Archives so permanent records must be transferred to NARA per the instructions on NARA-approved records schedules.

In accordance with 36 CFR 1230.16, NARA also requests that your agency provide NARA with a response within 30 days that includes a description of the records in which unauthorized destruction is evident; the records schedule disposition citation that covers their dispositions; details regarding the records destruction incidents and recovery efforts; and a statement of the safeguards that have been or will be implemented to prevent future unauthorized disposals of such records. If you have any questions, please contact me at laurence.brewer@nara.gov.

Sincerely,

A handwritten signature in blue ink that reads "Laurence V. Brewer". The signature is written in a cursive style with a large initial 'L' and a distinct 'V'.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government